



**CALIFORNIA STATE COASTAL CONSERVANCY**

**REQUEST FOR PROPOSALS**

**San Mateo County Shoreline Vulnerability Assessment**

**February 18, 2015**

**Important Dates:**

Proposal Due Date.....	March 6, 2015
Selection Interviews.....	March 17, 2015
Ranking of Submittals.....	March 20, 2015
Negotiate and Enter into Contract.....	April 7, 2015
Start Date for Contract Work.....	April 10, 2015
Project Completion.....	December 31, 2016

**Contact:**

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## I. INTRODUCTION

The California State Coastal Conservancy (Conservancy) seeks the services of a qualified engineering consulting firm or team<sup>1</sup> (Consultant) to conduct an asset-based shoreline sea level rise vulnerability assessment and develop potential adaptation strategies and next steps for a Conservancy-funded project in San Mateo County: the “San Mateo County Shoreline Vulnerability Assessment,” (the project). The sea level rise assessment should include consideration of storm events and groundwater and salinity intrusion impacts due to increasing sea level. The sea level rise vulnerability assessment should focus on assets identified, selected, and prioritized by the Project Team (such as major infrastructure, communities, and natural resources), and will encompass the San Mateo County’s San Francisco Bay shoreline and the County’s coastline north of Half Moon Bay.

The Consultant will work directly with the Conservancy and with the Office of Sustainability of San Mateo County (County) and it’s Climate Resiliency Specialist. The work will also involve significant interaction and coordination with a Policy Working Group and a Technical Working Group established for the project.

The Consultant will be retained by and report directly to the Conservancy. See below under the Scope of Services section for a more detailed description of the roles and responsibilities of the Consultant in relation to the Conservancy, County, and work groups. Conservancy staff will select the Consultant based on qualifications.

This Request for Proposals (RFP) is organized into seven sections as follows:

- Section I: Introduction
- Section II: Scope of Services
- Section III: Contract Term
- Section IV: RFP Requirements, Process, Schedule, and Format
- Section VI: Hyperlinked Attachments

**Submittals must be received by 12:00 p.m. (noon) on March 6, 2015.** Four (4) hard copies and four (4) electronic copies (on CD, in PDF format) of the submittal should be mailed or hand-

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<sup>1</sup> Individual consulting firms or consultant teams are eligible to respond to this RFP. The term “Consultant” is used throughout for simplicity but is not intended to indicate a preference for an individual firm or team.

delivered to:

State Coastal Conservancy  
1330 Broadway, Suite 1300  
Oakland, CA 94612-2530  
Attn: Kelly Malinowski

## **PROJECT BACKGROUND**

This section provides a brief overview of San Mateo County and the project.

In “*The Impacts of Sea Level Rise on the San Francisco Bay*,” the Pacific Institute identified San Mateo County as the county most at risk in the San Francisco Bay Area for projected impacts from sea level rise, flooding and storms (Pacific Institute 2012). Areas in the County are already subject to inundation and flooding impacts due to King Tides and extreme storm events. In terms of replacement costs for buildings and contents, San Mateo County has an estimated \$23 billion at risk on the bay shoreline and \$910 million at risk along the ocean coast (Pacific Institute 2012). The County’s population makes up just 10% of those living in the Bay Area, yet the County is home to 40% of the population at risk in combined storm, flood, and sea level rise projections for the entire nine-county Bay Area (Pacific Institute 2012). In addition to San Mateo County’s economy and population, projected impacts from sea level rise threaten San Mateo County’s abundant natural resources, including its tidal marshes, creeks, and beaches, including 6.2% of California’s existing coastal wetlands.

The overall project will be managed jointly by San Mateo County and the Conservancy. A Conservancy grant of up to \$220,000 to the County will support County staff work and build capacity (primarily through its Climate Resiliency Specialist), as well as provide limited funding for materials and other expenses. The Conservancy expects to make direct expenditures of up to \$280,000 for the project to coordinate the vulnerability assessment process, conduct the vulnerability assessment, produce a report summarizing findings, and for outreach planning, implementation, and community engagement. A portion of the \$280,000 will most likely be used for outreach planning, implementation, and community engagement (between \$25,000 and \$50,000). The Conservancy anticipates expending up to the remaining balance (up to approximately \$230,000 to \$255,000) to retain the engineering Consultant under this RFP to coordinate the vulnerability assessment process, conduct the vulnerability assessment, and produce a report summarizing findings and describe the impacts of various rates of sea level rise to a variety of assets along the shoreline, such as major infrastructure, communities, and natural resources. Additionally, San Mateo County has received a grant from the Army Corps of

Engineers to assist with the project (\$95,000), and, although the specific scope of services for these funds is still to be determined, options for use of these funds in concert with this project are included below under the Scope of Services section.

For more information on the background of the project, see the Conservancy Staff Recommendation regarding the project from the Conservancy's January 29, 2015 board meeting (included as a hyperlink in the attachments section).

## II. SCOPE OF SERVICES

This section provides an overview of the scope of services the Consultant will be expected to carry out. The Coastal Conservancy board has currently authorized up to a maximum of \$280,000 for technical support for this project, of which a maximum of between approximately \$230,000 to \$255,000 will be used to fund the consultant services solicited through this RFP. A table is included at the bottom of this section summarizing the respective roles and responsibilities of the Consultant, Climate Resiliency Specialist, Project Team (of which the Consultant and Climate Resiliency Specialist are both members), Technical Working Group, and Policy Working Group. San Mateo County's Climate Resiliency Specialist will be charged with coordinating meetings of the Policy, Technical Working Groups, and Project Team, as well as connecting the Consultant to individuals within the Technical Working Group to obtain data. Nonetheless, the Consultant will be expected to engage with the Technical Working Group while conducting the analysis, to attend Policy Working Group meetings to present work products for feedback, and to work as a part of the Project Team as needed. The Conservancy has a retainer contract with the Center for Collaborative Policy which will be used for the facilitation of the Technical Working Group and Policy Working Group meetings. Thus, facilitation of these meetings is not included in this Scope of Services.

Upon request of Conservancy staff, and with prior written approval of any specific proposed scope of work, the Conservancy seeks a consultant to undertake the following tasks:

- In coordination with San Mateo County's Climate Resiliency Specialist, research, review and summarize available information and work completed to date in San Mateo County related to resilience, best practices in vulnerability assessments and adaptation planning, and the best available resources to inform the vulnerability assessment. Some sources of information are identified below, though this list is not comprehensive. Some relevant sources of information include: the State of California's Sea Level Rise Guidance Document, previous work completed in the San Francisco Bay Area such as the Silicon Valley 2.0 project, related Conservancy and San Mateo County projects, the Bay Conservation and Development Commission's Adapting to Rising Tides projects, and additional related work included in the following bullet point and as hyperlinked attachments to this document. The Climate Resiliency Specialist and Consultant will conduct individual research as needed based on their respective roles, responsibilities, and tasks.
- Coordinate with recently completed and ongoing vulnerability assessment, adaptation, and resilience work in the nine county San Francisco Bay Area, for example the City of Half Moon Bay's Local Coastal Program update, the City of Pacifica's recent Local Coastal Program Update, the Bay Conservation and Development Commission work in Alameda and Contra Costa Counties, the Conservancy's current project with SFO related

to San Bruno and Colma Creeks, the City of Benicia Vulnerability Assessment and Adaptation Plan, and the San Francisquito Creek SAFER Bay pilot project.

- Identify and assess the assets in the County that will be most impacted by sea level rise, including consideration of storm events and groundwater and salinity intrusion impacts due to increasing sea level, along San Mateo County's entire San Francisco Bay shoreline, and coastline north of Half Moon Bay via a sea level rise vulnerability assessment, including field validation. Specifically, the Consultant will be responsible for:
  - Working with the Technical Working Group, take the lead in identifying deficiencies or data gaps in the Our Coast Our Future tool, which will be one of the primary source of data for the project (alongside any other current best data available as it aligns with the project timeline);
  - Prepare exposure maps;
  - Determine asset categories and specific types of assets of concern (e.g. wastewater treatment plants, water pumps, emergency services facilities, natural resources etc.) based on exposure maps and County priorities, and with feedback from the Technical Working Group and Policy Working Group;
  - Develop a questionnaire to facilitate information-gathering regarding asset vulnerability;
  - Administer the questionnaire and conduct necessary follow-up (e.g. phone calls, meetings, etc.) to gather information requested in the questionnaire;
  - Inventory all vulnerable assets based on exposure maps;
  - Describe and assess each vulnerable asset (See asset summary sheets in the *Sea Level Rise Vulnerability Study for the City of Los Angeles*, included as a hyperlink in the attachments section), based on:
    - Exposure,
    - Sensitivity,
    - Adaptive capacity, and
    - Consequences;
  - Validate information gathered on assets by conducting field reviews, and a review with the Technical Working Group members and other stakeholders including businesses and the public;
  - Assist in developing criteria and a plan for prioritization of planning issues by working with the Project Team and working groups;
  - Analyze the Assets, including identifying and summarizing planning issues, and prioritizing planning issues with Project Team and working groups based on criteria developed with working groups, and conduct field reviews as well as review with the Policy Working Group and Technical Working Group; and

- Identify potential adaptation strategies and next steps to improve the resiliency and safety of the County's coastside and bayshore communities and review with the Technical and Policy Working Groups for feedback on strategies.
- Prepare a report summarizing all of the above (the asset-focused vulnerability assessment, potential adaptation strategies, and next steps), and any additional communication documents needed throughout the project (e.g. executive summaries, two-pagers, five slide briefs, more in depth presentations, asset summary sheets, etc.);
- Participate in working group meetings (Technical Working Group, Policy Working Group, and any others that emerge, such as an outreach and community engagement working group) with the public and other stakeholders;
- Participate in community engagement and outreach in collaboration with the Climate Resiliency Specialist, and potential additional consultants, throughout the project timeline;
- Coordinate with the Army Corps of Engineers. The Army Corps has approval of funding in the amount of \$95,000 to assist San Mateo County with the project. An Army Corps of Engineers individual may be added to the project team to determine the most effective way the Army Corps of Engineers can provide assistance. Options include:
  - Assistance supporting this current scope of services;
  - Implementation of a portion of this current scope of services' tasks to produce a stand-alone report; or
  - The performance of additional related work not included in this current scope of services to complement this effort.

This work will take into account vulnerability and adaptation information to date, including, but not limited to, the following documents, which are included hyperlinks in the attachments section (as well as those sources of information listed in Section II: Scope of Services):

- *Conservancy Staff Recommendation for the 'San Mateo County Shoreline Vulnerability Assessment'* presented at the Conservancy's January 29, 2015 Board Meeting.
- *San Mateo County Energy Efficiency Climate Action Plan* (June 2013).
- *San Mateo County Climate Adaptation/Resilience Snapshot*. Compiled by the Bay Area Climate and Energy Resilience Project (BACERP) in March 2014.
- *Sea Level Rise Vulnerability Study for the City of Los Angeles*. Prepared by the University of Southern California Sea Grant Program (May 2013).

<b>RESPECTIVE ROLES AND RESPONSIBILITIES</b>			
<i>Group or Individual</i>	<i>Members</i>	<i>Roles and Responsibilities</i>	<i>Meeting Frequency</i>
Project Team	Consultant; Conservancy Project Manager Kelly Malinowski; San Mateo County Staff: Supervisor Dave	Project management and planning.	As needed, but most likely on a bi-weekly basis



	Pine and Legislative Aide Michael Barber; Deborah Hirst, Legislative Aide for Supervisor Horsley; County Office of Sustainability Staff: Jim Eggemeyer, Gordon Tong, Stephen Stolte, and the Climate Resiliency Specialist; Jim Porter, County Department of Public Works; and potentially one representative from the Army Corps of Engineers due to their additional funding in relation to this project.		(in person or phone meetings).
Consultant (part of Project Team)	TBD; based on receipt of proposals in response to this RFP.	Research, analysis, asset assessment including field validation, overall report preparation and drafting, and any other smaller one-pagers or reports as needed (e.g. asset summary sheets). Engage with the Technical Working Group to obtain data and obtain feedback on work products, and engage with the Policy Working Group, and any additional work groups, as needed.	As needed as a part of other work groups.
Climate Resiliency Specialist (part of Project Team)	TBD; position secured by April 2015.	Overall project management of the study (lead for Project Team), including contract management and Consultant' work task review in coordination with the Conservancy project manager. Coordinate meetings of the Technical Working Group, Policy Working Group and Project Team, as well as facilitate contact between the consultant and members of the Technical Working Group as needed.	As needed as a part of other work groups.
Policy Working Group	Cities (one senior city staff person, and one elected official, from each of	Review and provide input on the work of the Project	The Policy Working Group

	the 20 cities and the County); Special Districts (one senior city staff person, and one elected official, from each of the 11 special districts); Agencies (one representative from relevant agencies such as BART, BCDC, CA Dept. of Fish & Wildlife, Caltrans District 4, Caltrain/SamTrans, C/CAG, Coastal Commission, Coastal Conservancy, FEMA Region 1X, MTC, NOAA, Port of Redwood City, SFO, SFPUC, USACE, U.S. Fish & Wildlife); Business Groups (one representative from PG&E, SAMCEDA, SVJV); Environmental Groups (One representative from CGF, Pacifica's Environmental Family, Sustainable SMC); and Community Groups.	Team and Consultants.	will meet infrequently to receive updates on progress and provide high-level feedback.
Technical Working Group	One person with specific knowledge of vulnerable assets from each of the 20 cities, at least 1 staff from the County, one staff each from the 11 special districts, one staff each from 16 pertinent agencies, at least 3 staff from business groups, at least 3 staff from environmental groups, and at least one staff from a community group.	Assist in inventorying and analyzing vulnerable assets by providing data and input to the Consultant as needed, and reviewing assessments and work products.  Individuals on the Technical Working Group will bring substantial technical expertise to the project and in most cases will not be the same individuals servicing on the Policy Working Group.	The Technical Working Group will meet more frequently than the Policy Working Group to provide data to inform the vulnerability assessment, and review technical work products (exposure maps, identified vulnerable assets, etc.)
Center for Collaborative (CCP) Policy Facilitator	Surlene Grant or similar CCP staff.	Facilitate Technical and Policy Working Group meetings as needed.	As needed for Technical and Policy Working Group Meetings.

### III. CONTRACT TERM

This section provides information on the length of the contract, include contract start and end dates.

Based on the project's timeline, the proposed contract will have a term of approximately 23 months (April 10, 2015 – March 31, 2017). However, all work is expected to be completed in approximately 20 months (no later than December 31, 2016).

#### IV. RFP REQUIREMENTS, PROCESS, SCHEDULE, AND FORMAT

This section outlines the requirements that must be met by the Consultant to be considered for the proposed contract, the RFP process, the schedule for Consultant selection, and detailed information on the required form and content of the submittal.

##### **A. GENERAL REQUIREMENTS**

###### Minimum Qualifications for Consultants

Potential Consultants should have significant proven experience in conducting sea level rise vulnerability assessments, including, but not limited to, experience with data and mapping tools (such as Our Coast, Our Future); identifying deficiencies in mapping tools and data; preparing exposure maps; determining appropriate place-specific assets; collecting information and inventorying all vulnerable assets of interest; describing and assessing vulnerabilities based on exposure, sensitivity, adaptive capacity, and consequences; conducting field reviews to validate asset information; performing an analysis of asset vulnerability related to sea level rise impacts, and identifying potential adaptation strategies and next steps. Consultants should also have experience participating in multi-stakeholder planning and decision-making processes.

The Consultant will furnish all necessary labor, facilities, equipment, and materials to perform the work. The Consultant will be available to meet with the Conservancy and other key stakeholders on a regular basis and will keep the Conservancy apprised of progress. The Consultant may subcontract portions of this work, but the entire project team should be described in this submittal.

###### Meetings and Coordination

The Conservancy expects the Consultant to participate in Project Team Meetings, as well as Technical Working Group meetings, and Policy Working Group meetings as described in Section II: Scope of Services. Though the County's Climate Resiliency Specialist is charged with coordinating meetings, the Consultant is expected to attend work group and Project Team meetings as needed, as well as work directly with the Technical Working Group throughout the vulnerability assessment (to obtain data and feedback, for example), and coordinate with the Policy Working Group to receive feedback on work products. Though, as mentioned, a separate consultant, through the Center for Collaborative Policy (CCP), will be responsible for facilitating these working group meetings. Additionally, the Consultant may be involved in a Public Outreach Working Group, and/or public meetings focused on outreach and education about the project and climate change impacts, to San Mateo County residents.

###### Project Manager and Key Staff

The abilities of the Project Manager and key staff will be critical to the success of the project. Key staff are defined as major task managers, engineers, and planners.

The Project Manager and key staff must have demonstrated organizational skills and a proven track record of delivering work products on time. In addition, the Project Manager and key staff must have excellent interpersonal, and written and oral communications skills. The Project Manager must be experienced at preparing presentations for a wide range of audiences, including the general public, and must be able to interact effectively with a wide range of stakeholders. Similarly, key staff should also be experienced with making presentations, and be able to communicate effectively with a wide range of people. References will be required for the Project Manager, and may be required for other key staff.

The Conservancy prefers that the Project Manager and some of the key staff have prior direct experience working together.

## **B. OTHER REQUIREMENTS**

In addition to the skills and experience requirements outlined above, the following requirements apply:

1. *Relationship of Project Manager to Lead Consultant Firm:* If the submittal is by a consultant team, the Project Manager should be an employee of the lead consultant firm.
2. *Commitment of Overall Project Manager:* The Consultant must guarantee that the Project Manager will be made available to the project for the duration of the project (unless that individual leaves the firm).
3. *Contract Negotiations:* The Conservancy will enter into contract negotiations with the highest-ranked Consultant following submittal of qualification/statement of approach and interviews.
4. *10% Withholding:* The Consultant will be paid for its actual time and expenses up to the amount provided for each task in the final project budget. The Consultant should anticipate that ten percent (10%) will be withheld on each task, until all work for that task is completed to the satisfaction of the Conservancy. The Conservancy must also approve all interim work products before payment.
5. *Proposal Format:* Detailed proposal format specifications are provided below in this section under “Proposal Format.”
6. *Deliverables:* All contract deliverables must be submitted in reproducible form in electronic version on CD and in hard copy (text and graphics).

### **RFP Process**

Interested firms/teams should submit to the Conservancy documentation of qualifications and a written statement of approach. See below for more detailed information on submissions.

**The submittal should not include any information regarding hourly rates, anticipated direct costs or total cost of the proposal.** Contract cost and other contract terms will be negotiated with the top-ranked firm, after ranking based solely on qualifications and approach.

As noted in the introduction, **written submittals are due by 12 p.m. (noon) on March 6, 2015.**

Written questions on the RFP should be directed to:

Kelly Malinowski  
State Coastal Conservancy  
1330 Broadway, Suite 1300  
Oakland, CA 94612-2530  
Kelly.Malinowski@scc.ca.gov.

Tel: (510) 286-5203  
Fax: (510) 286-1883

Questions related to the proposal will be accepted in writing only (e-mail, fax, or regular mail). Questions and responses will be compiled periodically and sent by e-mail to those who have been sent this RFP so that all may benefit equally from the responses. All questions should be addressed to the attention of: Kelly Malinowski: [Kelly.Malinowski@scc.ca.gov](mailto:Kelly.Malinowski@scc.ca.gov). Responses to questions will be routed and be available via email.

#### Consultant Selection Process

Conservancy staff will rank the submittals received. The Conservancy may request supplemental information and will conduct interviews with approximately 3 of the top-ranked Consultants. Final ranking will be a combination of the assessment of the written submittal and the interview. The Conservancy may include external parties in the interviews and ranking of submittals.

The Consultant will be contracted to the Conservancy. The Conservancy will attempt to negotiate a contract with the best-qualified Consultant at compensation that the Conservancy determines is fair and reasonable to the State of California. If the Conservancy is unable to do so, negotiation with that Consultant will be terminated and negotiations will then proceed in the same manner with the other Consultants on the list in order of ranking. If the Conservancy is unable to negotiate a satisfactory contract with any of the selected Consultants, the Conservancy may select additional Consultants and continue the negotiation process.

The interview will last approximately 60 minutes; 15 minutes have been set aside for the presentation by the Consultant. The Consultant may bring a maximum of four people to the interview. The proposed Project Manager and at least two key staff must be present.

Potential Consultants will be ranked based on the following desired criteria regarding qualifications, experience and education:

- Capability to adequately carry out the technical work associated with conducting a county-wide shoreline sea level rise vulnerability assessment, including the ability to:
  - Identify potential deficiencies in the sea level rise mapping tool, Our Coast Our Future;
  - Prepare exposure maps;
  - Determine appropriate San Mateo County-specific asset categories and specific types of assets of concern;
  - Facilitate the collection of asset information through a questionnaire or similar process;
  - Inventory all vulnerable assets of interest;
  - Describe and assess each vulnerable asset based on: exposure, sensitivity, adaptive capacity, and consequences;
  - Conduct field reviews to validate asset information;
  - Perform an analysis of selected assets in terms of their vulnerability to sea level rise impacts; and
  - Identify potential adaptation strategies and next steps to improve resiliency.
- Demonstrated competence, including:
  - Specialized qualifications for the services to be performed, as described briefly above, and in more detail under Section II in the Scope of Services;
  - The Consultant's past experience with similar projects;
  - The education and experience of key personnel, including the Project Manager and principals to be assigned and the proposed level of their participation;
  - The Consultant's management approach including the Consultant's ability to stay on schedule;
  - The Consultant's technical approach; and
  - Ability to meet the project schedule.
- Overall quality of the Consultant as reflected in the submittal, including:
  - The clarity and completeness of the written submittal;
  - The nature and quality of the Consultant's past completed work; and
  - The longevity of the Consulting firm(s) and amount of staff turnover.

After reviewers assess these factors, the Conservancy will take into consideration the following:

- Small business (SBE) status of the Consultant submitting a response;
- Disabled Veteran Enterprise Program (DVBE) status of the Consultant submitting a response;
- The good faith effort of the Consultant to subcontract with DVBEs as set forth in Public Contract Code Section 10115.2.

The SBE/DVBE factors listed above will be considered as deciding factors in the instance of a tie. SBE and DVBEs must be certified as such by the State Department of General Services – Office of Small Business and DVBE certification prior to selection. See <http://www.dgs.ca.gov/pd/Programs/OSDS.aspx> for more information.

The contract will be awarded without discrimination based on color, race, religion, sex, or national origin.

Proposal and Review Schedule:

I.	Proposal Due Date.....	March 6, 2015
II.	Selection Interviews.....	March 17, 2015
III.	Ranking of Submittals.....	March 20, 2015
IV.	Negotiate and Enter into Contract.....	April 7, 2015
V.	Start Date for Contract Work.....	April 10, 2015
VI.	Project Completion.....	December 31, 2016

Proposal Format:

The total page limit for the body of the submittal is 10 pages, divided as follows and described below:

- A. Team Organization = 2
- B. Approach = 6
  - a. Understanding of Project/Key Issues
  - b. Technical Approach
  - c. Management Approach
- C. Qualifications = 2

In addition, the submittal should include the following (described in more detail below), which does not count towards the 10 page limit:

- Curriculum Vitae/Resumes, no more than 2 pages each, for the Project Manager and key staff only
- Up to 4 Relevant Project Descriptions, 1 page each
- Anticipated Utilization for Each Firm/Office, 1 page

Submittals should be single-spaced and double-sided (oversize pages and figures excepted) on 8.5-inch by 11-inch format. Oversize pages should not exceed 11-inch by 17-inch format, and should be folded to fit the 8.5-inch by 11-inch overall format. Page limitations are based on each side of a sheet of paper counting as one page (i.e., a 10-page double-sided section consists of 5 sheets of paper).

The submittals should be organized so that the information requested below is clearly identified for the reviewer. Incomplete submittals (i.e., submittals not providing all of the information requested below) may be rejected.

A cover letter (no more than 1 page) is allowed.



## **A. TEAM ORGANIZATION**

The page limit for this section, including the project organization chart, is 2 pages. This section should include the following information:

- Description of how your project team (whether consisting of staff from one firm exclusively, or of multiple firms) will be organized. Please identify the Project Manager and key staff by name and physical location (and firm affiliation, if appropriate), and provide a project organization chart showing how your team is organized. Specific roles to be included in this discussion include the Project Manager and key staff. Key staff may include the major task managers and critical technical experts.
- Three references for the Project Manager that can substantiate the Project Manager's ability to deliver the requested products on time and within budget. The Project Manager need not be a technical expert, but must be an expert Project Manager.
- For Consultant teams, please specify whether/which team firms have worked together on projects in the past, and provide a brief listing of the projects and the firms that worked on the projects.
- Longevity of firm and amount of turnover (for teams, please provide this information for each member of the team). Indicate the length of time Project Manager and key staff have been with the firm.

## **B. APPROACH**

The page limit for this section is 6 pages. Please describe your firm's/team's approach to addressing the technical and logistical challenges posed by this project. You must describe your:

1. Understanding of the Project/Key Issues
2. Technical Approach, and
3. Management Approach

Please include the information requested in the subsections, below.

### Understanding of the Project/Key Issues

Please describe your understanding of the sea level rise vulnerability assessment and adaptation planning process.

### Technical Approach

Please describe how you would accomplish the work to be conducted as part of this contract.

## Management Approach

The discussion should include project communications and your proposed approach. It should include a description of the process you intend to use to ensure that schedules are met, and budgets are effectively controlled. Please provide any examples of how you have met this challenge in the past on other projects, especially projects that were subject to stakeholder involvement and conflicting project objectives.

- How will you ensure that the Conservancy and San Mateo County (Climate Resiliency Specialist) is kept fully informed of relevant information and has a full understanding of the key issues affecting each decision?
- How will you ensure continuity of project staff for this project?
- Who will act as a back-up for the Project Manager if s/he is unavailable (e.g., due to vacation, illness, or a personal emergency?)
- How will you ensure that the needed schedule can be met?
- How do you track project schedules, and forecast changes to the project completion date resulting from changes in completion dates for interim deliverables?

## **C. QUALIFICATIONS**

Please describe the qualifications of your firm/team as they apply to this contract (2-page limit). Explain how the firm/team has obtained the required expertise relevant to the various technical tasks. This section should include a brief overview of each firm on the team and a biographical sketch for the Project Manager and all key staff.

Resumes and relevant project descriptions should be provided in an appendix. Resumes should only be provided for the Project Manager and key staff. Individual resumes must be no more than 2 pages in length.

Project descriptions should be limited to 1 page per project, with no more than 4 projects included. The project descriptions must contain the following information:

- Value of contract to Consultant
- Specific description of what the firm(s) did on the project
- Client name and contact information
- Project description/background
- Staff who worked on project who are key staff identified in the submittal (including the Project Manager).

## Anticipated Utilization of each Team /Office (%)

On one page, describe the anticipated level of effort (utilization) for each firm's office that will be used on this contract in narrative as well as in percentage format.

## HYPERLINKED ATTACHMENTS:

- I. Conservancy Staff Recommendation for the ‘San Mateo County Shoreline Vulnerability Assessment’ presented at the Conservancy’s January 29, 2015 Board Meeting:  
[http://scc.ca.gov/webmaster/ftp/pdf/sccb/2015/1501/20150129Board13\\_San\\_Mateo\\_County\\_Shoreline\\_Vulnerability\\_Assessment.pdf](http://scc.ca.gov/webmaster/ftp/pdf/sccb/2015/1501/20150129Board13_San_Mateo_County_Shoreline_Vulnerability_Assessment.pdf)
- II. San Mateo County Energy Efficiency Climate Action Plan (June 2013):  
[http://staging.planning.smcgov.org/sites/planning.smcgov.org/files/documents/files/San\\_MateoCounty\\_EECAP\\_FINAL\\_06-04-2013.pdf](http://staging.planning.smcgov.org/sites/planning.smcgov.org/files/documents/files/San_MateoCounty_EECAP_FINAL_06-04-2013.pdf)
- III. San Mateo County Climate Adaptation/Resilience Snapshot. Compiled by the Bay Area Climate and Energy Resilience Project (BACERP) in March 2014:  
<http://www.abag.ca.gov/jointpolicy/pdfs/Climate%20Snapshot%20San%20Mateo%20County.pdf>
- IV. Sea Level Rise Vulnerability Study for the City of Los Angeles. Prepared by the University of Southern California Sea Grant Program (May 2013):  
[http://dornsife.usc.edu/assets/sites/291/docs/pdfs/SeaLevelRiseDocs/City\\_of\\_LA\\_SLR\\_Vulnerability\\_Study\\_FINAL\\_Online\\_w\\_appen\\_sm.pdf](http://dornsife.usc.edu/assets/sites/291/docs/pdfs/SeaLevelRiseDocs/City_of_LA_SLR_Vulnerability_Study_FINAL_Online_w_appen_sm.pdf)